

IFTA Introduction

The International Fuel Tax Agreement (IFTA) [\[http://www.iftach.org/\]](http://www.iftach.org/) is an agreement among 48 U.S. states and 10 Canadian provinces (58 jurisdictions in all) to simplify the reporting of fuel use taxes by interstate motor carriers. IFTA reporting significantly reduces the paperwork and standardizes the reporting of fuel use taxes.

Advantages of IFTA include:

- One set of rules with a single definition of motor vehicles that qualify for IFTA. These rules override the member jurisdiction's rules.
- One IFTA return to complete in the base jurisdiction rather than a separate return for each jurisdiction where an IFTA licensee operates.
- A single fuel use tax license that authorizes a licensee's vehicles to travel in all IFTA jurisdictions.
- A single IFTA audit instead of an audit by each jurisdiction.

All Canadian provinces and U.S. states, except Alaska and Hawaii, are members. The District of Columbia is not a member; nor are the Northwest, Yukon, and Nunavut territories.

If you're based in Idaho and will operate in at least one other IFTA jurisdiction, your IFTA license requirements will depend on how you've registered your vehicles with the Idaho Transportation Department (ITD). If you paid Idaho's full fee registration [\[http://itd.idaho.gov/dmv/MotorCarrierServices/mc_reg.htm\]](http://itd.idaho.gov/dmv/MotorCarrierServices/mc_reg.htm), you can get an Idaho IFTA license or buy temporary permits for fuels tax when operating in other IFTA jurisdictions. If you've registered under the International Registration Plan (IRP) in Idaho, you must get an Idaho IFTA license or buy a temporary permit for fuels tax when operating in any IFTA jurisdiction, including Idaho. If you're based in another IFTA jurisdiction, your IFTA license and decals from your base jurisdiction will meet Idaho's fuel use tax licensing requirements. If you're based outside Idaho and not licensed through IFTA, you must get an Idaho temporary permit for fuels tax to travel in Idaho. You can get information on temporary permits from ITD or an Idaho Port of Entry.

If you're based in Idaho and travel only in Idaho, you don't need an IFTA license, and you don't have to file a fuel use tax report.

Qualifying for an Idaho IFTA License

You qualify for an IFTA license in Idaho if you're an Idaho-based interstate motor carrier operating IFTA-qualified motor vehicles that are registered in Idaho and travel in at least one other IFTA jurisdiction.

Each vehicle in your IFTA fleet must have a photocopy of your current IFTA license (cab card) and current IFTA decals. The cab card and decals are issued when you apply for or renew the license. When you receive the decals, place them on each side of the lower rear exterior of each vehicle's cab.

Only a vehicle that meets the definition of an IFTA-qualified motor vehicle can be included in an IFTA fleet, carry an IFTA license (cab card), display IFTA decals, and be included in the data used to complete an IFTA fuels tax return. Recreational vehicles, such as motor homes, pickup trucks with attached campers, and buses that are used exclusively for personal pleasure, don't qualify for the IFTA program.

IFTA Definitions

Auxiliary Engine

An engine fueled by the main supply tank of a vehicle, but separate from the main engine that propels the vehicle. Auxiliary engines are used to operate equipment such as refrigeration units and carpet cleaning units.

Base Jurisdiction

The jurisdiction where qualified motor vehicles are based for vehicle registration purposes, where the operational control and records of a licensee's qualified motor vehicles are maintained or can be made available, and where some miles are traveled by qualified motor vehicles in the IFTA fleet.

Bulk Fuel

Fuel kept in a tank that will be redistributed and doesn't directly supply an engine. This includes fuel placed in mobile fuel tanks used for fueling other pieces of equipment and fuel kept in a small tank in the bed of a pickup truck, regardless of the size of the container. Bulk storage fuel can be either gasoline, ethanol blended fuel, biodiesel, biodiesel blended fuel, or diesel, dye-added or undyed.

Diesel Fuel, Dye-Added

Fuel that can be used for purposes other than operating a motor vehicle on public highways. The fuel is dyed red according to U.S. Environmental Protection Agency and Internal Revenue Service regulations. In Idaho, special fuels tax isn't charged on dye-added diesel fuel. The fuel becomes subject to that tax if it's used for a taxable purpose. Dye-added diesel fuel can be subject to sales and use tax. For more information on dye-added diesel, read Publication FT-1, [How Idaho Taxes Diesel Fuel](#)_[s-results-pub.cfm?doc=EIS00124].

Federal and state law prohibits the use of dye-added diesel fuel in most licensed vehicles and in unlicensed vehicles equipped for highway use. This includes vehicles that **never leave private property or that operate entirely on job sites** or Forest Service roads. Even **occasional** use of dye-added fuel will contaminate a fuel tank and is against the law.

Diesel Fuel, Undyed

Fuel with no dye added which can be used for any purpose, including operating or propelling a motor vehicle on public highways. In Idaho, as in most other jurisdictions except Oregon, tax is included in the purchase price of undyed diesel fuel. For more information on undyed diesel, see Publication FT-1, [How Idaho Taxes Diesel Fuel](#)_[s-results-form.cfm?doc=EIS00124].

Highway

A roadway open for use by the public that is maintained by the state of Idaho or its political subdivisions (county, city, agency, district) or the federal government. Highways can be constructed of concrete, asphalt, gravel, composition, dirt, or other materials.

Ref: Idaho Code section

63-2401(12)_[<http://www.legislature.idaho.gov/idstat/Title63/T63CH24SECT63-2401.htm>]

IFTA Fleet Consolidation

The approved consolidation of IFTA fleets that are based in two or more jurisdictions. The IFTA commissioners of two or more affected jurisdictions can allow a person to consolidate several IFTA fleets that would otherwise be licensed in two or more jurisdictions.

IFTA-Qualified Vehicles

Vehicles included in an IFTA fleet that usually travel in more than one jurisdiction. For IFTA fuels use tax reporting, a qualified motor vehicle is one designed to transport persons or property and is a:

- power unit with two axles and a gross vehicle weight or registered gross vehicle weight of more than 26,000 pounds, or
- power unit with three or more axles regardless of weight, or
- tractor-trailer combination, with a combined gross vehicle weight or registered gross vehicle weight of more than 26,000 pounds.

A vehicle that doesn't meet the definition of an IFTA-qualified motor vehicle must not be included in an IFTA fleet, display an IFTA decal, or be included in the data on your IFTA fuel tax return.

Recreational vehicles, such as motor homes, pickup trucks with attached campers, and buses that are used exclusively for personal pleasure, don't qualify for the IFTA program.

Individual Vehicle Mileage and Fuel Report (IVMR)

A document used to capture information on the day-to-day operations of each truck in an IFTA fleet. This usually is a trip envelope filled out by the driver.

International Registration Plan (IRP)

A registration reciprocity agreement among member states and Canadian provinces providing that license fees be paid based on total distance operated in all jurisdictions.

Jurisdiction

A state of the United States; the District of Columbia; a province or territory of Canada; or a state, territory, or agency of Mexico.

Miles Per Gallon (MPG)

Total gallons of fuel consumed divided into total miles traveled. For IFTA returns, this includes all fuel used by the IFTA fleet vehicles, regardless of where or how the fuel was acquired. Total miles are miles traveled everywhere, including off-highway miles and miles driven under a temporary permit for fuels tax.

Nontaxable Fuel

Fuel that's used to operate unlicensed equipment and isn't drawn from the supply tank of a motor vehicle. This fuel can't be included on any part of the IFTA return. Although this fuel isn't subject to the special fuels tax, it may be subject to sales and use tax in Idaho.

Nontaxable Mileage

A vehicle's mileage that isn't subject to the jurisdiction's motor fuel taxes. Each jurisdiction has its own definition of nontaxable mileage. In Idaho, nontaxable mileage is when the vehicle is either operating under a temporary fuels tax permit or driven off-highway.

Ref: Idaho Motor Fuels Administrative Tax Rule
292__[<http://adm.idaho.gov/adminrules/rules/idapa35/0105.pdf#page=20>]

Off-Highway Miles (Idaho only)

Any miles not driven on a highway.

Over-The-Road (OTR) Fuel Purchases

Fuel placed directly into the main supply tank of a vehicle from the seller's tank.

Penalty and Interest

Charges added when a licensee files late or doesn't pay all of the tax due by the due date of the return. Penalty is calculated at 10% of the tax due, or \$50, whichever is greater. Interest is charged on the tax a licensee owes each jurisdiction at a rate of 1% per month or any part of a month, but interest isn't credited for an overpayment to any jurisdiction.

Partial payments are credited first to any interest, second to tax, and then to the penalty.

Example: A return is due April 30, 2008, and the tax due is \$1,000. The return isn't filed until June 7, 2008. The penalty is \$100 (\$1,000 x 10%). Interest is 2% or \$20 (one day or more into the month is considered a full month). The total due is \$1,120. If the payment is \$1,000 it would be applied as follows:

- Interest: \$20
- Tax: \$980
- Balance due: \$120 (\$20 tax plus the \$100 penalty)

Interest continues to apply to the unpaid tax balance of \$20 until it is paid in full.

Power Take-Off (PTO) Equipment

Vehicle-mounted equipment powered by the main engine that also propels a motor vehicle. Examples of PTO equipment are trash compactors, concrete mixers, sewage pumps, and conveyors or other loading/offloading devices on vehicles.

Special Fuels

Includes diesel, biodiesel, biodiesel blends, propane, and natural gas.

Statute of Limitations

The time limit during which either the licensee or the jurisdiction can change the information reported on an original return and claim additional tax due or a refund. In Idaho, the statute of limitations is three years from the due date of the return, or the date it was filed, whichever is later.

Tax-Paid Gallons

Gallons of fuel that have a jurisdiction's fuels tax included in the purchase price, including fuel bought at retail stations or delivered in bulk.

When motor fuels are purchased from an Indian-owned retail outlet in Idaho after December 1, 2007, the purchase price may not include the Idaho motor fuels tax and may not qualify as an Idaho tax-paid purchase, unless authorized in an agreement between the state and a specific tribe (Idaho Code sections 63-2444 or 67-4002.) Read about [Idaho Fuel Purchased on Indian Reservations__\[i-1012.cfm\]](#) or contact us [__\[i-1015.cfm\]](#) .

Temporary Permit

A permit that allows conditional travel in a jurisdiction. A temporary permit can be purchased at a port of entry or from an authorized permit agent on a trip-by-trip basis. A temporary permit can include fees for registration, fuels tax, overweight situations and other elements, or any combination of these. A temporary permit can expire when you leave a jurisdiction or at the end of a specified time period.

IFTA Frequently Asked Questions

What is IFTA? (question number 67)

IFTA is the "International Fuel Tax Agreement." It's a cooperative agreement among the lower 48 states and all Canadian provinces to simplify the permitting and reporting of fuels use tax by interstate motor vehicle operators. Through IFTA, carriers can get their fuels tax license for all qualified motor vehicles and report their fuels use to their base jurisdiction for all jurisdictions that are IFTA members.

How much does an IFTA license cost? (question number 68)

The processing fee for the Idaho IFTA license is \$10. IFTA decals are \$.60 a pair; you need two decals for each vehicle.

How do I apply for an IFTA license? (question number 69)

You can apply for an IFTA license electronically or by using a paper form. For faster service, complete and submit the application online__[i-1020.cfm] . Applications are also available at Idaho Tax Commission offices, at any Idaho Port of Entry, or at ITD Commercial Vehicle Services in Boise.

What are the advantages of IFTA? (question number 70)

- As an IFTA licensee, your base jurisdiction will issue you an IFTA license and decals, which allows you to travel in all IFTA member jurisdictions.
- With an IFTA license, you only have to file one fuels tax return in your base jurisdiction to report fuels use in all member jurisdictions. Also, you only make one payment or receive one refund, which is the total of all tax amounts due or credits received from all IFTA jurisdictions in which you travel.

IFTA Licensing How to...

Apply for an IFTA license: For fastest service, complete your application and pay your licensing fees online [\[i-1020.cfm?pkey=ifta\]](#) . Or you can complete and submit the Form IMC-2 [\[s-results-form.cfm?doc=EFO00167\]](#) .

Renew your IFTA license: For fastest service, complete your renewal and pay your processing fees online [\[i-1020.cfm?pkey=ifta\]](#) . Or you can contact us [\[i-1015.cfm?tc=ifta\]](#) and we'll fax you the form.

Request more decals: For fastest service, complete your reorder and pay your processing fees online [\[i-1020.cfm?pkey=ifta\]](#) . Or you can contact us [\[i-1015.cfm?tc=ifta\]](#) and we'll fax you the form.

When you register any Idaho-based IFTA-qualified motor vehicle at the Idaho Transportation Department (ITD), you, as the owner or lessee of the vehicle, must have a current IFTA license and decals. If you don't already have these, you must apply for them or operate your IFTA-qualified motor vehicle under a temporary fuels tax permit. The IFTA license authorizes the operator of a qualified motor vehicle to travel in more than one jurisdiction.

After we process your application, we'll mail your IFTA license and decals to you. Make a photocopy of the IFTA license to keep in the cab of each vehicle. Keep the original in a safe place so copies can be made if vehicles are added to your fleet. Place decals on each side of the lower rear exterior of each vehicle's cab. You can order extra decals to have on hand in case one is destroyed or you add a vehicle to your IFTA fleet. Otherwise, you might have to buy a 30-day IFTA Temporary Decal.

Original application

The processing fee for an Idaho IFTA license is \$10. IFTA decals are 60 cents a set; two decals are required for each vehicle. The application is available online [\[s-results-form.cfm?doc=EFO00167\]](#) , at any Idaho Port of Entry, at ITD Commercial Vehicle Services, or at Idaho State Tax Commission offices. Your IFTA license and decals are valid from January through December of each year and must be renewed by the last day of February, or you'll have to apply for a new IFTA license and pay a \$10 processing fee.

Renewal

You must renew your IFTA license and buy new decals annually. You can order additional decals at any time during the year. Current license holders receive a renewal form each year if they are in good standing. The processing fee for renewing or ordering additional decals is \$5. The decals cost 60 cents a pair.

IFTA credential grace period

If you are an IFTA licensee and want to renew your license and get current-year decals, you have a two-month grace period (January and February) to do so. The grace period applies to you if:

- You haven't renewed your credentials, or
- You have renewed your credentials but haven't given your current-year license and decals to your drivers.

To operate in IFTA jurisdictions during this grace period, you must have a valid IFTA license from a current or prior year and display decals from your base jurisdiction. However, if you don't have

either a valid current-year or prior-year license during this two-month grace period, you can operate under a valid single-trip permit from the IFTA jurisdiction where you are traveling.

Temporary decal

A 30-day IFTA Temporary Decal is available if you have a current Idaho IFTA license but don't have enough decals to place a vehicle in service immediately. The temporary decal is valid for 30 days and is vehicle specific. Each temporary decal costs \$10. This temporary decal is available at any Idaho Port of Entry, ITD Commercial Vehicle Services, or at Idaho State Tax Commission offices.

Bond

A new IFTA licensee is normally not required to post a bond. However, we may require a bond if you don't file your returns on time, don't pay the fuel taxes on time, or an audit discloses that you didn't follow other IFTA requirements.

Account identification

If your company is a corporation, S corporation, LLC, or partnership, its IFTA license number is the federal Employer Identification Number (EIN) issued to it by the Internal Revenue Service. If you're a sole proprietor, your IFTA number will be your EIN (if you're required to have one), or your Social Security number. All Idaho IFTA license numbers begin with "ID" (Example: ID 987654321).

Highway use fee

Kentucky, New Mexico, New York, and Oregon have a highway use fee in addition to the fuel taxes. If you travel in one of these four jurisdictions, you must file that jurisdiction's highway use fee report in addition to filing your Idaho IFTA return. You will have to report the miles traveled by your vehicles in these jurisdictions on both the IFTA return and the jurisdiction's highway use fee report.

IFTA Recordkeeping

Individual Vehicle Mileage and Fuel Report (IVMR) and Summaries

IFTA requires you to keep mileage and fuel data records on each vehicle for every trip. You must also keep monthly and quarterly mileage summaries that separately state the miles for each vehicle for each jurisdiction where the vehicle is operated. You must also separate each jurisdiction's miles into taxable and nontaxable miles.

IVMRs must include the following:

- Licensee's name
- Motor vehicle unit identification
- Vehicle fleet number
- Date of trip (start and finish)
- Trip origin and destination
- Intermediate trip stops
- Routes of travel
- Beginning and ending odometer or hubometer readings for each trip and at the crossing of each jurisdiction's border
- Total trip miles
- Mileage by jurisdiction
- Fuel purchased or drawn from bulk storage

Mileage recordkeeping tips

When listing delivery locations outside of the city, use the name of the nearest city. Indicate road miles and direction from the city. For example, instead of Joe's warehouse that is 10 road miles west of Boise, ID, list "Boise, ID plus 10 west."

Use actual miles traveled, not just intercity miles. If a trip starts from a business on the west side of Boise and you travel into the middle of the city to pick up freight, include these miles. You must document all miles, including non-revenue (deadhead) miles. Don't rely on map or computer program mileage only. Map or computer mileage is the shortest and most direct route between locations and doesn't necessarily reflect the actual mileage driven. Miles per gallon calculations won't be correct if you only use map or computer program mileage. Your IFTA return depends on an accurate MPG.

Fuel records

Taxable fuels reported on an IFTA return include gasoline, diesel, biodiesel, biodiesel blends, propane, natural gas, kerosene, other less commonly used fuels, and blending components. For a complete list of fuels that can be reported on an IFTA return, visit the IFTA Web site__[\[http://www.iftach.org\]](http://www.iftach.org). You must keep complete records of all fuel you buy, receive, and use.

Fuel records must contain the following:

- Date of each fuel receipt
- Name and address of the person who sold or gave you the fuel
- Number of gallons received
- Type of fuel
- Price per gallon or total price of the fuel
- Plate or ID number of the vehicle or equipment that the fuel was placed in

You must compile separate totals for each fuel type, and keep separate records for bulk fuel purchases. In addition to the items above, your company name must appear on all receipts or invoices for tax-paid fuel purchases that you take as a credit on your return.

Idaho vendors are required to issue a correct invoice with the above information. Invoices must show the fuel taxes were paid in order to support the credit taken for tax-paid gallons on the IFTA return.

Over-the-road (OTR) purchases

You must support OTR purchases with a receipt or invoice, a credit card receipt, or an automated vendor-generated invoice or transaction listing. Keep these receipts to document tax-paid gallons.

Bulk fuel

Bulk fuel is normally delivered to your facilities. The term "bulk fuel" can also describe fuel in mobile storage facilities such as tanks used for fueling equipment. For more information, see Public Publication FT-2, Retail or Bulk Sales of Gasoline and Diesel Fuel__[s-results-pub.cfm?doc=EIS00132] .

Bulk fuel records

You must keep detailed records of tax-paid fuel withdrawn from your bulk storage tanks. To get credit, these records must include:

- Date of withdrawal
- Unit number of vehicle
- Number of gallons
- Purchase and inventory records to confirm that tax was paid on all bulk fuel purchases
- Fuel type

Records must distinguish fuel placed into IFTA-qualified vehicles from other uses.

Tax-paid fuel purchases

In Idaho, fuels tax is included in the price you pay when you buy gasoline or undyed diesel fuel at the pump or have it delivered into a bulk tank. You pay sales tax on dye-added diesel fuel unless you qualify for a sales tax exemption and have given your supplier a completed exemption certificate (Form ST-101)__[s-results-form.cfm?doc=EFO00149] . You must keep copies of all delivery tickets and receipts, and you must document all bulk fuel withdrawals.

When motor fuel is purchased from an Indian-owned retail outlet in Idaho after December 1,

2007, the purchase price may not include the Idaho motor fuels tax and may not qualify as an Idaho tax-paid purchase, unless authorized in an agreement between the state and a specific tribe (Idaho Code sections 63-2444 or 67-4002). See [Untaxed Fuel Purchased on Idaho Indian Reservations](#) on our Web site [\[i-1012.cfm\]](#) , or contact us [\[i-1015.cfm?tc=ifta\]](#) .

Record retention

You must keep records to support the information reported on your tax returns for four years from the due date of the return or the actual date the return is filed, whichever is later.

IFTA Reporting

The information in this section applies only to Idaho IFTA licensees, unless otherwise noted. There are two ways to file your IFTA Return (Form 3150). You can file a paper return or use free electronic filing to help you calculate your IFTA return online__[i-1020.cfm?pkey=ifta] .

Preparing Idaho's IFTA return (Form 3150)

There are five steps you can follow to ensure that you're filing your IFTA return correctly. If you've kept the proper records (see recordkeeping), your Idaho IFTA return will be much easier to file.

Note: These steps are shown on a sample IFTA return__[s-results-pub.cfm?doc=EPB00065] .

Average fleet miles per gallon

Step 1: Compute your average fleet miles per gallon (MPG) for travel in all jurisdictions during the tax period for each fuel type you're reporting. The miles traveled must include every mile traveled by every IFTA fleet vehicle using that fuel type, including off-highway miles, miles traveled under a temporary fuels tax permit, and nonrevenue (deadhead, bobtail) miles. Divide these miles by the total gallons of fuel put into the supply tanks of these same vehicles during the period. It doesn't matter whether the fuel was tax-paid, or whether some of the fuel will be used to run auxiliary equipment; you must include all of the fuel in this calculation.

Jurisdiction tax calculation

Step 2: Report total miles traveled inside each jurisdiction's boundaries for each fuel type. Include every mile your fleet traveled in the jurisdiction (e.g. on-highway, off-highway, temporary permit, etc.).

Step 3: Report taxable miles for each fuel type. Most jurisdictions **don't** have distance exemptions, so your total miles will equal your taxable miles in most circumstances.

In Idaho, nontaxable miles include miles traveled under a temporary permit for fuels tax and off-highway miles. Each jurisdiction with distance exemptions will have its own definition of nontaxable miles. You must document nontaxable miles in order to claim them on your IFTA return for the jurisdictions which exempt these miles. For example, you must report off-highway miles separately from on-highway miles on your detailed Individual Vehicle Mileage and Fuel Report (IVMR) and monthly and quarterly summaries. You must include nontaxable miles in your total miles when computing your MPG, and in each jurisdiction's total miles column.

If you operate in multiple jurisdictions, you should contact each jurisdiction or check the IFTA Web site__[http://www.iftach.org] to determine which jurisdictions have distance exemptions and to get a definition of their nontaxable miles. In Idaho, the fuels tax applies only to fuel consumed on Idaho highways. If you've determined that you're eligible for nontaxable miles in a particular jurisdiction, subtract the nontaxable miles from total miles to get the taxable miles in each jurisdiction.

Step 4: Compute taxable gallons of each fuel type consumed for each jurisdiction. Divide the taxable miles you determined for each jurisdiction in Step 3 by the average fleet MPG you computed in Step 1.

Step 5: Total the tax-paid gallons* for each jurisdiction. These are gallons of fuel placed into the supply tanks of your fleet vehicles that had the jurisdiction's fuel taxes included in the purchase price. You must have receipts to support these totals.

* When motor fuel is purchased from an Indian-owned retail outlet in Idaho after December 1, 2007, the purchase price may not include the Idaho motor fuels tax and may not qualify as an Idaho tax-paid purchase, unless authorized in an agreement between the state and a specific tribe

(Idaho Code sections 63-2444 or 67-4002). See Untaxed Fuel Purchased on Idaho Indian Reservations on our Web site [\[i-1012.cfm\]](#) , or contact us [\[i-1015.cfm?tc=ifta\]](#) .

Surcharges

Some jurisdictions charge a fee (called a surcharge) in addition to the fuel use tax. The surcharge jurisdictions (and their respective surcharge rates) are identified on the IFTA fuel taxes rate chart, which is mailed to you each quarter.

To report the surcharge on your IFTA return (Form 3150), enter a second reporting line for that jurisdiction directly below the line where you reported its fuel use tax. Enter the surcharge rate in the column titled Tax Rate. Enter the same total miles, taxable miles, and taxable gallons you entered on the previous line. Since the surcharge isn't included in the amount you paid for the fuel, you can't claim any "surcharge" tax-paid gallons. Enter "zero" in the column for Tax-Paid Gallons. Net Taxable Gallons will be the same as the figure for Taxable Gallons. Multiply the number in the Net Taxable Gallons column by the surcharge rate. Enter the surcharge amount you compute in the Tax Due/Refund column. Example (a MPG of 5 is used in this example)

Example (an MPG of 5 is used in this example)

4.	5.	6.	7.	8.	9.	10.	11.	12.
JURISDICTION	FUEL TYPE	TAX RATE	TOTAL MILES	TOTAL TAXABLE MILES	TAXABLE GALLONS (8÷AvgMPG from 3)	TAX PAID GALLONS	NET TAXABLE GALLONS (9-10)	TAX DUE/REFUND (11×6)
(Round to nearest whole mile and gallon)								
IN	2	.16	1,000	1,000	200	150	50	\$8.00
IN (Sur)	2	.11	1,000	1,000	200	0	200	\$22.00

Leased vehicles

For a short-term lease (29 days or less) of an IFTA-qualified motor vehicle, the vehicle's mileage and fuel consumption are reported on the IFTA return of the lessor. For a long-term lease (30 days or more), the lessor and lessee can decide which party is responsible for including the vehicle's mileage and fuel consumption on the IFTA return. The lease agreement must state who is responsible for reporting. A copy of the lease agreement must be kept in the vehicle.

Measurements

IFTA licensees based in the United States must report fuel quantities and distance traveled in U.S. measurements. Use the conversion table below. Round your totals to the nearest whole gallon or mile.

One Liter =	0.2642 Gallons
One Gallon =	3.785 Liters
One Mile =	1.6093 Kilometers
One Kilometer =	0.62134 Miles

Due dates

Most IFTA license holders must file a fuels tax return every calendar quarter.

- January – March is due April 30
- April – June is due July 31
- July – September is due October 31
- October – December is due January 31

After one year of filing on time, if your IFTA mileage is less than 5,000 miles per year in all IFTA jurisdictions outside of Idaho, you can request to file annually. Send your written request to the Idaho State Tax Commission, Permit Accounting Services, PO Box 36, Boise, Idaho 83722-0410. We'll send your written request to all member jurisdictions where you travel because your request must be approved by all of them.

Annual filers' reporting period

The annual filing period from January to December has a due date of January 31 of the following year.

The Tax Commission will send your IFTA tax return (Form 3150) 30 days before each due date. If you don't receive your return, you can request it through this Web page or by calling us at 334-7830 in the Boise area or toll free at (800) 972-7660, ext. 7830. You're required to file your return by the due date. Information about IFTA jurisdictions, tax rate changes, and other administrative changes by each jurisdiction will accompany your Form 3150.

No activity

You must file your return even if you don't have taxable fuel or travel in Idaho or in any other IFTA jurisdiction. If you have no activity and you're filing electronically, simply select the "File Zero Return" option. If you're preparing a paper return, write "No Activity" across the top of your IFTA return and file it for the appropriate period.

Late reporting, penalties, and interest

The penalty for filing a late return, not filing a return, or underpaying taxes due is \$50 or 10% of the total tax due, whichever is greater.

To avoid a late filing penalty, the tax return must be postmarked no later than midnight on the last day of the month following the close of the filing period. If a return is hand-delivered, it's considered received on the date it's delivered to the Tax Commission. If the due date is on a weekend or holiday, the return is due on the next business day. The interest rate for late payments is 1% per month or any part of a month. Interest is calculated for each jurisdiction that has tax due. Even if you have a net refund, interest still applies to each jurisdiction for any underpayment of fuels use tax to that jurisdiction.

Amended Idaho IFTA return

If you discover that you've incorrectly reported any information on your IFTA return, you can correct the errors by filing an Amended IFTA Return. To amend your return, use a copy of your original return, Form 3150. Check the "Amended Return" box (or write "Amended" in large letters at the top) and enter the correct figures. Don't just enter the difference between the figures you reported and the correct figures -- amended returns must show the figures as they should have been entered on the original return.

If you didn't keep a copy of your original return, contact the Tax Commission for the form. Call 334-7830 in the Boise area or toll free at (800) 972-7660, ext. 7830.

You can amend any previously filed return within the three-year statute of limitations.

Claiming an IFTA Refund

The information in this section applies to all IFTA licensees in all jurisdictions.

Use these forms to **claim an Idaho fuels tax refund**:

- Form 75, Idaho Fuels Use Report__[s-results-form.cfm?doc=EFO00055]
- Form 75-IC, Idaho Fuels Tax Refund Worksheet-IFTA Carriers__[s-results-form.cfm?doc=EFO00057]

All fuel placed into the fuel supply tank of IFTA vehicles must be included in the fleet miles per gallon calculation when completing your IFTA tax return. If you use any of the supply tank fuel to operate power take-off (PTO) equipment (special fuels only) or auxiliary engines (special fuels and gasoline), you can apply for an Idaho fuels tax refund.

You can use only one of the following allowances to calculate your refund. All refund claims are subject to audit. Be sure to read IFTA Recordkeeping Requirements.

Allowances for power take-off and auxiliary engines

The following are approved allowances:

- Gasoline/fuel oil/other liquids: .00015 gallons per gallon pumped
- Bulk cement: .1858 gallons per ton pumped
- Concrete: 30% of the gallons of fuel consumed
- Refrigeration unit (reefer): .75 gallons per hour unit operated
- Tree length timber: .0503 gallons per ton or 3.46 gallons per hour
- Garbage compaction: 25% of the gallons of fuel consumed
- Carpet cleaning: .75 gallons per hour unit operated
- Concrete pumping: .142857 gallons per yard pumped

If there's no standard allowance listed for your particular power take-off or auxiliary engine, or if your PTO or auxiliary engine uses more fuel than the standard allowances listed, you can request a nonstandard allowance by contacting the Fuels Tax Policy Specialist__[i-1015.cfm?tc=ifta] . You must include documentation showing how you calculated the allowance you're requesting.

Use Form 75 and Form(s) 75-IC to compute the amount of fuels tax refund due. You must attach a copy of your IFTA return(s) for the same time period. Your refund claim can be filed for a period of one calendar quarter or more, but no more than one year. You can claim your fuels tax refund separately as a stand-alone refund claim. Or, if you're required to file an Idaho income tax return, you can claim your fuels tax refund by completing Forms 75 and 75-IC and claiming the refund amount on the appropriate line of your Idaho income tax return. You can contact other jurisdictions to see if they offer similar refunds.

Equipment with separate supply tank

Fuel for unregistered equipment with a separate supply tank (such as trailer reefer units) is exempt from fuels tax. Dye-added, nontaxed diesel fuel can be used in this kind of a separate tank. However, if Idaho fuels tax was paid on fuel used in unregistered equipment with a separate supply tank, you must submit a Form 75 to claim a fuels tax refund. Don't include this fuel on

your IFTA return.

You can file Form 75 annually with your Idaho income tax return or by itself for any period of one month or more but no more than one year. If you're not required to file an Idaho income tax return, you can still claim this refund on a Form 75.

Propane and natural gas (gaseous fuels) tax payment alternative

IFTA licensees using propane or natural gas can buy an annual Gaseous Fuels Permit and decal instead of paying Idaho fuels tax on gaseous fuels. The decals are sold by Idaho distributors who dispense propane into registered motor vehicles. The yearly fee is based on vehicle weight rather than the gallons of fuel used. The fee is \$208 per year for vehicles of more than 26,000 pounds gross vehicle weight. The permit is good for a 12-month period beginning July 1. If you buy your permit after July, the fee is prorated.

This permit is only in place of Idaho fuels tax. It doesn't affect the tax reported on your IFTA return for any other jurisdiction.

As an IFTA licensee, you're still required to report the total Idaho miles traveled by these vehicles on your IFTA return. However, you don't have to report any Idaho taxable miles or Idaho tax-paid gallons for motor vehicles that have a current Idaho gaseous fuels permit.

However, if a distributor incorrectly charges you the special fuels tax on fuel placed in a motor vehicle displaying a gaseous fuels decal, you can claim these gallons as tax-paid gallons on your IFTA return.

Gasoline users

Idaho doesn't have a fuels use tax reporting requirement for gasoline-powered vehicles reported under IFTA. However, the tax-paid gasoline that IFTA licensees buy in Idaho and use in another jurisdiction where a duplicate tax is assessed on gasoline, may be eligible for a gasoline tax refund if the fuel purchase meets Idaho's refund criteria. If you think you're eligible for this gasoline tax refund, contact Idaho's Fuels Tax Policy Specialist__[\[i-1015.cfm?tc=ifta\]](#) for assistance.

Idaho sales and use tax

If you use fuel off-highway or to operate refrigeration units or unregistered equipment and you either didn't pay fuels tax on the fuel purchase or got a fuels tax refund on the fuel, you may owe Idaho sales and use tax. You can pay the tax using your sales/use tax return (if you have a permit) or on Form 75 (if you don't file a sales/use tax return).

Publications

For more information on fuels tax refunds and how sales tax applies to motor fuels, See Publication Publication FT-1, [How Idaho Taxes Diesel Fuel__\[s-results-pub.cfm?doc=EIS00124\]](#), and Publication FT-3, [Idaho Fuels Tax Refunds for Gasoline and Diesel Consumers__\[s-results-pub.cfm?doc=EIS00133\]](#).

Canceling an IFTA License

You can **cancel your IFTA license** if you no longer operate qualified motor vehicles in two or more IFTA jurisdictions, including Idaho. To request the cancellation of your license, complete the tax return for your last quarter of interstate activity. Mark the cancellation box on the return and send it to the Idaho State Tax Commission along with your original IFTA license and unused decals. If you cancel your IFTA license after a new quarter begins, you must still file a return for the new quarter to close your account. You can reapply for a new IFTA license at any time.

Contact us for more information__[\[i-1015.cfm?tc=ifta\]](#) .

Revocation

Your IFTA license can be revoked if you haven't engaged in business as an Idaho IFTA carrier in the last six months, don't pay fuel taxes on time, don't pay in full, don't file an IFTA tax return, or don't comply with the IFTA rules and recordkeeping requirements. The Tax Commission will notify you by certified mail of its intent to revoke your license. You'll have 63 days from the date of the letter to appeal the intended revocation. If your Idaho IFTA license is revoked, the Idaho Transportation Department can require you to purchase temporary permits to travel in Idaho. Other jurisdictions will be notified of your license revocation and may require you to get a temporary permit (trip permit) for fuel taxes. Some jurisdictions may impose even stricter sanctions.

If your IFTA license is revoked and you want to operate your IFTA fleet in any jurisdiction without buying trip permits for fuel taxes, you must correct the problems that caused the revocation. Then you can apply for a new Idaho IFTA license to get valid credentials and decals. For more information, write to the IFTA Collection Manager__[\[i-1015.cfm?tc=ifta\]](#) .

IFTA Audits

The Idaho State Tax Commission randomly **selects IFTA licensees for audit**. If you're selected, an auditor will contact you at least 30 days before the audit. IFTA audits are usually conducted along with International Registration Plan (IRP) audits, using the same audit periods. If you have general questions about IFTA or IRP audits, please contact the Audit unit [\[i-1015.cfm?tc=ifta\]](#).

The statute of limitations for Idaho licensees is three years, but can be extended by mutual consent. This means that your audit should normally cover a period of three years or less. After the audit, we'll send you a report by certified mail. We'll also send a summary of the audit findings to any member jurisdiction affected by the audit. Idaho will collect any fuel taxes, penalty, and interest you owe and transmit the funds to the appropriate jurisdictions, or refund any overpayment you're due from Idaho and other member jurisdictions.

Keep accurate records

IFTA rules require Idaho to audit a certain percentage of its accounts each year. This means your chances of being audited are good. You must keep accurate fuel and mileage records to avoid owing more tax. You should have original documents supporting miles traveled in each jurisdiction, as well as original fuel receipts. You must keep these records for at least four years.

Insufficient records

If you don't provide adequate fuel and mileage records to the auditor, the Tax Commission may estimate the amount of your tax due or refund. The estimate can be based on filing history, records from third parties, industry data, or standard rates (such as 4.00 miles per gallon). The estimate will be the final determination, unless you can provide more information to show that it's incorrect.

Request for a redetermination

You can request a redetermination of the IFTA audit results we issued. You must file your request for redetermination in writing within 30 days after the audit report date. If you don't make a request within 30 days, the audit result is final and no further adjustment will be made to the audit findings.

Once you've filed your redetermination request, we'll give you a reasonable period of time to submit more information to support your request. You can appear in person or be represented at any hearing. You can produce witnesses, documents, or other information to support your request for redetermination.

The Tax Commission will send you the results of your redetermination request. You can appeal the Tax Commission's decision to the Idaho Board of Tax Appeals or the Idaho District Court. If you still disagree with the findings, you can request any or all member jurisdictions to audit your records. Each jurisdiction can accept or deny the request. Jurisdictions auditing your records will audit only their portion of your operation. You must make your records available at a place chosen by those member jurisdictions.

Further requests for redetermination of any member jurisdiction findings will proceed under the fuels tax laws of that jurisdiction.

IFTA Contact List for Idaho

IFTA license, decals, license renewal, and return help

Phone: (208) 334-7830 Boise

Toll Free: (800) 972-7660, ext. 7830

Fax: (208) 334-7650

permitprocessing@tax.idaho.gov__[mailto:permitprocessing@tax.idaho.gov]

Fuels tax refund (Form 75) questions

Phone: (208) 334-7830 Boise

Toll Free: (800) 972-7660, ext. 7830

Fax: (208) 334-7650

permitprocessing@tax.idaho.gov__[mailto:permitprocessing@tax.idaho.gov]

IFTA Collection Unit

Phone: (208) 364-7381 Boise

Toll Free: (800) 972-7660, ext. 7381

Fax: (208) 334-7678

fuelscollection@tax.idaho.gov__[mailto:fuelscollection@tax.idaho.gov]

Fuels Tax Policy Specialist

Phone: (208) 334-7530 Boise

Toll Free: (800) 972-7660, ext. 7530

Fax: (208) 334-7844

fuelspolicy@tax.idaho.gov__[mailto:fuelspolicy@tax.idaho.gov]

Sales tax questions

Phone: (208) 334-7601 Boise

Toll Free: (800) 972-7660, ext. 7601

Fax: (208) 332-6619

taxrep@tax.idaho.gov__[mailto:taxrep@tax.idaho.gov]

Income tax questions

Phone: (208) 334-7590 Boise

Toll Free: (800) 972-7660, ext. 7590

Fax: (208) 334-7655

taxrep@tax.idaho.gov__[mailto:taxrep@tax.idaho.gov]

Fuel purchased from an Idaho Indian reservation

Toll Free: (800) 972-7660, ext. 7601 or 7702

Other state agencies

Idaho Transportation Department__[<http://itd.idaho.gov/>]

Phone: (208) 334-8000 Boise

Commercial Vehicle Services__[<http://itd.idaho.gov/dmv/cvs/cv.htm>]

Phone: (208) 334-8611 Boise

Fax: (208) 334-2006

Vehicle Titles__[<http://itd.idaho.gov/dmv/VehicleServices/titles1.htm>]

Phone: (208) 334-8663 Boise

Fax: (208) 334-8658

Idaho Ports of Entry__[<http://itd.idaho.gov/dmv/poe/poe.htm>]

Phone: (208) 334-8688 Boise

Fax: (208) 334-8696

Commercial Vehicle Section, Idaho State Police__[\[http://www.isp.state.id.us/cvs/\]](http://www.isp.state.id.us/cvs/)

Phone: (208) 884-7220 Boise

Fax: (208) 884-7192

Federal agencies

Federal Highway Administration__[\[http://www.fhwa.dot.gov/\]](http://www.fhwa.dot.gov/)

Phone: (208) 334-1843 Boise

Fax: (208) 334-1691

Federal Motor Carrier Safety Administration__[\[http://www.fmcsa.dot.gov/\]](http://www.fmcsa.dot.gov/)

Phone: (208) 334-1842 Boise

Fax: (208) 334-1691

Addresses for key contacts in Idaho

IFTA forms & publications

Idaho State Tax Commission

PO Box 36

Boise ID 83722-0410

Commercial Vehicle Services

Idaho Transportation Department

PO Box 7129

Boise ID 83707-7129

Related IFTA Forms and Publications

IFTA forms and publications are not included in this document. Some documents are personalized and are not available online.

Available IFTA forms and instructions can be found at:

<http://tax.idaho.gov/s-results-form.cfm?pkey=ifta>

Available IFTA publications and samples can be found at:

<http://tax.idaho.gov/s-results-pub.cfm?pkey=ifta>